



**Department of Finance & Administration  
Office of Accounting**

*GENERAL LEDGER ACCOUNT REQUEST*

**Requestor:** \_\_\_\_\_

**Business Area:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Add:** ☐

**Change:** ☐

**Delete:** ☐

**Suggested Account Number (10 Character) – Optional**

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**Suggested Commitment Item:**

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**Suggested Reporting Category:**

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**Intended Use:** Please provide a description of how this account is intended to be used, and describe the types of business process it supports

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**Changes Needed**

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**Suggested Long Title (50 Character Maximum)**

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**Suggested Short Title (20 Character Maximum)**

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Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Remit form to:**

Office of Accounting, P.O. Box 3278, 1509 W 7<sup>th</sup>, Room 403, Little Rock, AR 72203

**Email:** [joe.norton@dfa.state.ar.us](mailto:joe.norton@dfa.state.ar.us) or [Melanie.hazeslip@dfa.state.ar.us](mailto:Melanie.hazeslip@dfa.state.ar.us)

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